



Work Placement

http://www.wrp.ae/attendance

Student Log Book

9 April – 26 May

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Work Readiness Program Work Placement****Student Guidelines and Rules**  1. Once placed with an employer, ***you*** ***must*** follow all the rules and regulations of that organization throughout the period of Work Placement. 2. Treat information with confidentiality even after completing your work placement . 3. Be on time every day. Being late may affect feedback on the employer’s assessment form. ***Do not*** try and change your hours of work or days of work at the workplace, with your college mentor, or anyone else. **Never leave work early**. 4. If you are sick or absent for any reason, ***you must*** call your workplace supervisor and your college mentor ***immediately***. 5. If you have a problem at work, first try to deal with it *yourself* *before* asking your workplace supervisor or college mentor. 6. **You should not expect to be paid**. 7. You should remember that you are not only representing yourself but also the *Ministry of Presidential Affairs* and the *Work Readiness Program*. You should therefore adopt a high standard of behavior at all times. | **التدريب الميداني****الإرشادات الخاصة بالطالبات**  1. **فور بدء التدريب الميداني، يفترض بالطالبة التقيد بجميع القواعد والنظم النافذة في مؤسسة العمل طيلة فترة التدريب.** 2. **على الطالبة المحافظة على سرية المعلومات حتى**   **بعد انتهاء التدريب.**   1. **يتوجب على الطالبة التقيد بمواعيد العمل لأن مخالفة ذلك يؤثر على التقييم. ولا يجوز لها التفاوض بشأن تغيير الدوام مع المشرف من الكلية أو المشرف من جهة العمل، كذلك لا يحق لها المغادرة باكراً أو طلب الإذن لذلك.** 2. **في حال الغياب لسبب مرضي أو خلافه، على الطالبة إبلاغ كل من المشرف من جهة العمل مشرف الكلية.** 3. **إذا تعرضت الطالبة لمشكلة ما في مكان التدريب، عليها إيجاد الحل بنفسها قبل طلب مساعدة المشرف في مكان العمل أو المشرف من الكلية.** 4. **على الطالبة ألا تنتظر أجراً عن العمل الذي تؤديه أثناء فترة التدريب.** 5. **يتوقع من الطالبة التحلي بأخلاق عالية على الصعيدين المهني والشخصي لأنها لا تمثل نفسها فقط، بل تمثل وزارة شؤون الرئاسة وكليات التقنية العليا.** |

**HIGHER COLLEGES OF TECHNOLOGY**

**College Of Arabic & Studies College**

**Work Readiness Program**

**WORK PLACEMENT ASSESSMENT**

Your Work Placement is assessed through:

* A *Work Placement Evaluation Form* completed by your company supervisor
* The *Weekly Report*
* Your college mentor’s observations

### LOG BOOK

***You must*** complete the Logbook **in your own time**. This Logbook will help you keep a record of your weekly activities during work placement. If you have any spare time at work, you can write in it, but if anyone asks you to do something, the Logbook must wait. An example of the types of things you should write is provided on the first page of the Logbook. The Logbook should be neat and tidy.

### EMPLOYER ASSESSMENT FORM

There is a copy of the employer’s *Work Placement Evaluation Form* at the end of this book.

**WRP COURSE WORK PLACEMENT TASKS**

***You must*** complete **all** tasks that have been set by your teachers, by the end of the Work Placement period. Your Logbook ***must*** be submitted on the first day back at college after completion of Work Placement.

**IMPORTANT DATA**

Student Contact on Day 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Arrival Time (On Day 1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daily Hours of Work for Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exact Location of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace Supervisor & Contact Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Mentor & Contact Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **STUDENT WORK PLAN**

#### To be prepared by the company/organisation supervisor

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| Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Company Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_ | |
| **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_ | | | **Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_ | |
| **Week** | **Department/Section** | **Work Assignment** | | **Workplace Supervisor** |
| 1 |  |  | |  |
| 2 |  |  | |  |
| 3 |  |  | |  |
| 4 |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Department/Section** | **Work Assignment** | **Workplace Supervisor** |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

**WEEKLY REPORT**

At the end of each week, complete the *Weekly Report*, summarising the tasks you did and skills that you used. Briefly describe the work/tasks you did   
(e.g. answering the telephone, filing, making photocopies, writing business letters, etc).

If you have any *comments* on the tasks you did, write them in the *Comments* box**.**

**Weekly Report: Week 1**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

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**Weekly Report: Week 2**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

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**Weekly Report: Week 3**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

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**Weekly Report: Week 4**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

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**Weekly Report: Week 5**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

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**Weekly Report: Week 6**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

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**Weekly Report: Week 7**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Weekly Report: Week 8**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the skills you used.**

* **Tasks Performed**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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* **New Skills Learned:**

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* **Skills you learned at college and applied during the training period:**

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* **Comments:**

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Student Tasks

(مهـام الطالبـة)

|  |  |
| --- | --- |
| English  لغة إنجليزية | 1. Email task  2. Work Placement Weekly Report sheet  3. Thank you letter (in English)  4. Request for Certificate of Training (in English) |
| Arabic  لغة عربية | 1. Request for Certificate of Training  طلب شهادة خبرة من مكان التدريب  2. Thank you letter (in Arabic).  رسالة شكر باللغة العربية |
| Work Skills  مهارات عمل | 1. Logbook completion  ملء التقرير الأسبوعي |

## English Work Placement Tasks

Please attempt to complete **Tasks 1-3** during your eight weeks of work placement and **Task 4** when you return to college.

### Task 1

Send an email to your English teacher, telling him/her about Work Placement.   
Answer the following questions:

* 1. What company/organisation are you with on Work Placement?
  2. What is your main job?
  3. What are your main duties?
  4. List the things you like about the company and the things you like doing.
  5. List the things you DON'T like doing and any problems you have faced.

### Task 2

Complete the Work Placement Weekly Report (on the next page) every week, in English.

### Task 3

Write a thank you letter (in English) to your Work Placement supervisor at the end of the placement period.

### Task 4

Write a request for Certificate of Training letter (in English) to your work placement supervisor in your first week back at college.

**Arabic Work Placement Tasks**

1. Writing a request for Certificate of Training Letter
2. Writing a Thank you Letter to your Work Placement Mentor

Arabic Request for Certificate of Training Letter

Write a letter to the person responsible for your work placement training at your company or organisation, requesting a certificate of experience for the period work placement.

1. Use the example shown below to write the letter.
2. Type the letter and ask your Arabic language teacher to proof-read it.
3. The letter should be printed on plain paper.
4. Submit the letter to the person responsible at least one week before you finish your training.
5. Hand in a copy to your Arabic language teacher.

**Format**

Date:

Name of Official

Position

Department

Company or organisation name

PO Box No:

City

United Arab Emirates

Dear Mr/Ms

(Write a letter requesting a certificate of experience for the period of work placement).

Yours sincerely

*Your signature*

Your name

**Arabic Thank you letter**

You must send a thank you letter to your company on completion of Work Placement.

1. Use the following letter as a model to help you write to the supervisor in the company where you did your work placement.
2. Type your letter and show it to your college mentor.
3. Print your letter on plain paper. Address a plain envelope to the company/organization.
4. Give the letter and envelope to your college mentor.

**Format**

Date

Name of Company/Organisation Supervisor

Job Title of Supervisor

Department

Company Name

PO Box

City

United Arab Emirates

Dear

(Write a letter saying how much you enjoyed your Work Placement and thanking them for everything.)

Yours sincerely

*Your signature*

*Your name*

**Weekly supervisor Evaluation Form**

Name of student:

اسم الطالبة

Company:

المؤسسة:

Dates of Placement:

تاريخ المباشرة:

Week / الأسبوع: week 3

|  |  |  |
| --- | --- | --- |
|  | **Satisfactory** | **Needs to improve** |
| Demonstrates a positive attitude towards the work place  تظهر موقفا إيجابياً تجاه مكان العمل |  |  |
| Acts in an appropriate manner for the work place  تتصرف بالطريقة التي تناسب مكان العمل |  |  |
| Can adequately demonstrate the work tasks undertaken  تظهر القدرة المناسبة للقيام بالمهام المنوطة إليها |  |  |
| Can identify own strength and weaknesses  تظهر القدرة على تحديد نقاط قوتها وضعفها |  |  |
| Appearance is appropriate for the work place  تتحلى بالمظهر الذي يناسب مكان العمل |  |  |
| Responds promptly to Mentor’s communication  تستجيب فورياً لتعليمات مشرف التدريب |  |  |
| Deals with work place issues in a mature and responsible manner  تظهر نضجاً ومسؤولية في التعامل مع المسائل التي تعترضها في مكان العمل |  |  |

Completed by:

College: College of Islamic & Arabic Studies / FUJ

**General Comments**:

Signature of the Supervisor Signature of the Student

**Weekly supervisor Evaluation Form**

Name of student:

اسم الطالبة

Company:

المؤسسة:

Dates of Placement:

تاريخ المباشرة:

Week / الأسبوع: week 6

|  |  |  |
| --- | --- | --- |
|  | **Satisfactory** | **Needs to improve** |
| Demonstrates a positive attitude towards the work place  تظهر موقفا إيجابياً تجاه مكان العمل |  |  |
| Acts in an appropriate manner for the work place  تتصرف بالطريقة التي تناسب مكان العمل |  |  |
| Can adequately demonstrate the work tasks undertaken  تظهر القدرة المناسبة للقيام بالمهام المنوطة إليها |  |  |
| Can identify own strength and weaknesses  تظهر القدرة على تحديد نقاط قوتها وضعفها |  |  |
| Appearance is appropriate for the work place  تتحلى بالمظهر الذي يناسب مكان العمل |  |  |
| Responds promptly to Mentor’s communication  تستجيب فورياً لتعليمات مشرف التدريب |  |  |
| Deals with work place issues in a mature and responsible manner  تظهر نضجاً ومسؤولية في التعامل مع المسائل التي تعترضها في مكان العمل |  |  |

Completed by:

College: College of Islamic & Arabic Studies / FUJ

**General Comments**:

Signature of the Supervisor Signature of the Student

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**HIGHER COLLEGES OF TECHNOLOGY**

**كليَــــــــــــات التقنيــــــــــــــة العليــــــــــــــــــا**

**Work Readiness Program**

**Work Placement Evaluation Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Please rate the student on the following criteria by placing a tick 🗹 in the appropriate column. Thank you.** | | | | | | | |
|  |  | **Outstanding relative to criteria**  **5** | | **Significantly above criteria**  **4** | **Satisfactorily meets criteria**  **3** | **Minimally meets criteria**  **2** | **Does not meet  criteria**  **1** |
|  | **Attendance & punctuality** |  | |  |  |  |  |
|  | **Organized & well prepared** |  | |  |  |  |  |
|  | **Works independently & Shows initiative** |  | |  |  |  |  |
|  | **Meets deadlines** |  | |  |  |  |  |
|  | **Good team worker** |  | |  |  |  |  |
|  | **Attempts to acquire & apply new skills** |  | |  |  |  |  |
|  | **Positive attitude & behaviour** |  | |  |  |  |  |
|  | **Average:**  (to be calculated by HCT) |  | |  |  |  |  |
|  | | | | | | | |
| Number of days Absent: **......................................................** | | | Numbers of times Late: **......................................................** | | | | |
| Strengths: | | | Weaknesses: | | | | |
|  | | | | | | | |
| Additional comments | | | | | | | |
| Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | To be completed and delivered during to the last week of training or sent by fax. | | | | |